

Functional Module - Fellowship Examination

Platform	Website
Description	Before enrolling for the Fellowship of the College, HSTs are required to pass the Fellowship Examination of their specialties.

	Workflow	Local HST / EEC or Mainland HST / EEC	College Admin
1.	Open application	<p>Local HST / EEC - Notification to be sent for the exam application</p> <p>Mainland HST / EEC - To apply through an examination enrollment page which is for non-existing users of the system (similar to Part 1 & 2 exams)</p> <p>- Reminder notification to eligible candidates 14 days before the deadline / keep application notification pop-up</p>	<ul style="list-style-type: none"> ● Enable application with URL (For mainland HST / EEC) ● Setting application period: Start & End date & time for application ● Disable the URL after the deadline ● Sending system notification to COS, TS & their secretaries and HST / EECs (Potential Candidates)
	Generate report		Eligibility of HST / EEC to apply Part 3 exam
2.	Application procedure	<p>Local HST / EEC</p> <ul style="list-style-type: none"> ● Notes to applicants (regarding application flow, important info, special arrangement, etc.) ● Prerequisite: <ol style="list-style-type: none"> 1. Passport photo (Recent 6-month) 2. No training interruption within 6 months prior to the exam 3. HST / EEC registration fee (reminder if not yet paid) (Mar diet only) <p>Cannot proceed to next step for application if cannot fulfill anyone of the above prerequisite</p> <p>* COS/ TS needs to verify no interruption of training and likeness of the photo (Notification to be sent to COS/TS for verification), reminder will be sent to COS once application received and remind COS to approve / verify the status within 5</p>	<p>Vetting application</p> <ul style="list-style-type: none"> ● Applications would to be vetted daily (daily excel report on the no. of applications and application status) ● Status for application received: <u>Submitted</u> ● Notification of application received and total number after deadline on admin interface ● Allow admin to change status of application after vetting <ol style="list-style-type: none"> 1. <u>Outstanding</u>: application with

		<p>working days.</p> <ul style="list-style-type: none"> ● Pop-up message: Apply the Exam ● Pop-up message: Confirm again the personal information, postal address and email are correct and proceed to payment? ● Online payment <p>Mainland HST / EEC</p> <ul style="list-style-type: none"> ● Prerequisite: <ol style="list-style-type: none"> 1. Passport photo (Recent 6-month) 2. No training interruption within 6 months prior to the exam 3. Form for verifying (1) the recent 6 months likeness of candidate, (2) No training interruption within 6 months prior to the exam signed by medical or university officials ● Personal information to be filled by candidates Remark: Email address needs double input ● Pop-up message: Confirm to proceed payment? ● Online Payment 	<p>outstanding items</p> <ol style="list-style-type: none"> 2. <u>Approved/ Accepted</u>; 3. <u>Unsuccessful</u> (with reasons) 4. <u>Withdrawal</u> <ul style="list-style-type: none"> ● Withdrawal within the application deadline: Refund would be made after deducting the admin charge ● Withdrawal after the application deadline: Refund would not be made <ol style="list-style-type: none"> 5. <u>Present</u>: candidate attended the exam 6. <u>Absent</u>: candidate absent from the exam
3.	<p>After application submitted (Once submitted)</p>	<p><u>Acknowledgement of receipt</u></p> <ul style="list-style-type: none"> ● Candidate will receive acknowledgement receipt <u>Application received</u> via system (HST / EEC)/ email (Mainland HST / EEC) 	<p><u>Acknowledgement of Receipt</u> <i>(Sample 1 – Message_Acknowledge Receipt of Exam Application)</i></p> <ul style="list-style-type: none"> ● An acknowledgement of receipt would be automatically sent via system with a reference number (i.e. 2020MarP3-001) to applicants for confirming application has been received. ● Applicants would be notified of the application result within 2 weeks after

			the closing date of application.
4.	Within application period	<p><u>Incomplete application</u></p> <ul style="list-style-type: none"> ● Candidate will receive an outstanding notification Application outstanding via system (HST / EEC)/email (Mainland HST / EEC) <u>if required supporting document(s) is/are outstanding</u>. They are required to submit the required document before the application deadline ● HST / EECs can resubmit/ re-upload the outstanding document via Web/app (after re-submission → status change from Outstanding to Submitted) <p>**Need further clarification: If the verification of no training interruption is still not confirmed by training supervisor/COS before the deadline, the application will be treated as incomplete application?</p> <p>Reminder may need to be sent via system to training supervisor/COS a week and 2 days before the deadline if still no verification received.</p>	<p><u>Incomplete application</u></p> <p><i>(Sample 2 – Notice to Applicants with Outstanding documents)</i></p> <ul style="list-style-type: none"> ● Vetting by College admin, update application status: Outstanding (with dialog box for stating which documents is/are outstanding) ● Notification on outstanding items (applicant should submit the outstanding documents within application deadline, otherwise → Unsuccessful application) ● Applicants would require to resubmit of the outstanding documents via email to College admin within the application deadline, Admin will then upload the document onto the system and change the status of application → Approved/ Accepted
5.	After application deadline		<ul style="list-style-type: none"> ● Disable the application function via system/ URL ● After closing date → only 2 status could be changed for those Successful application: Withdrawal & Deferral

		<p>Successful application</p> <ul style="list-style-type: none"> ● Candidate will receive a confirmation receipt Examination Confirmation via system (HST / EEC)/ email (Mainland HST / EEC) ● Successful candidates would be informed that the Admission Notice (with QR code for used of attendance record) would be sent out one month prior to the exam date 	<p>Successful application</p> <p><i>(Sample 3 – Message to SUCCESSFUL applicants)</i></p> <ul style="list-style-type: none"> ● For admin check box for confirming the submitted documents are valid. ● Send out confirmation message via system
		<p>Unsuccessful application</p> <ul style="list-style-type: none"> ● Candidate fails to submit required supporting document before the deadline ● Receive an email from College to inform the unsuccessful application with reason 	<p>Unsuccessful application</p> <ul style="list-style-type: none"> ● Change status by admin: Unsuccessful (allow space for remarks on reason) ● Email would be sent by admin back end, not by system
	Report generation (Excel format)	<ul style="list-style-type: none"> ● Number of applications and status updated as at 23:59 of the day before (to be generated on a daily basis for vetting of applications) ● Content of the report: Excel sample report 1 + columns [application date and time; application status (Submitted/Approved/Outstanding/Withdrawal /Deferral); receipt ref. no(i.e. 2020MarP3-001)] ● Final report on the number of application received and application status → could only be generate after the close of application ● Count on number of applications received: Successful, Unsuccessful 	
6.	Preparation of exam paper work	<ul style="list-style-type: none"> ● To receive the hard copy of the Admission Notice (with QR code) & Payment Receipt one month prior to the exam date ● For HST / EECs: Admission Notice & Payment Receipt could be downloaded and printed by HST / EECs. ● For Mainland HST / EEC : Official copy of the admission notice and payment receipt would be sent to them by College 	Generate following reports
	Report generation	<p>Payment receipt to candidates in pdf format <i>(Sample 4 – Payment receipt)</i></p> <ul style="list-style-type: none"> ● Auto fit in the field required for the document ● to be sent by post to candidates one month before exam date 	

		<p>Admission Notice with QR code in pdf format (<i>Sample 5 - Admission Notice</i>)</p> <ul style="list-style-type: none"> ● Auto fit in the field required for the document, e.g. name of candidate, reference code, candidate number, mailing address ● to be sent by post to candidates one month before exam date <p>Admission Slip in pdf format (<i>Sample 6 - Admission Slip</i>)</p> <ul style="list-style-type: none"> ● to be used onsite for taking candidates' attendance 	
7.	On the day of examination	All candidates would need to show the admission notice at registration, invigilator (College registration staff) will scan the QR code (Day 1 & Day 2) on the notice to capture attendance.	<ul style="list-style-type: none"> ● Generate the list of attendance for record. ● To cross check the attendance → confirm the candidates who presented or absented from the exam → allow amendment by admin (candidates' signature on the admission slip would be the final record), <u>Present/Absent</u>
8.	After Examination	Notification (HST / EECs)/ email (Mainland HST/EEC) will be sent via system after result released and result letter posted	<p>Migration of Exam Result (<i>Sample 7 - Candidate list with Exam Result</i>)</p> <ul style="list-style-type: none"> ● Candidate list with Exam Result in excel format to be prepared by Secretariat for migrating result (Pass/Fail/Withdrawal/Present/Absent) into the system <p>Informing COS & TS of their trainees' exam result</p> <ul style="list-style-type: none"> ● Notification to COS & TS (& their secretaries, HA & HKAM) via system
	Generate report	Candidate list with Exam Result in excel format to be prepared by Secretariat for migrating result (Pass/Fail/Withdrawal/Present/Absent) into the system	